

# Microsoft Excel: Graphs and Pivot Tables

## Graphs

A visual representation of your data.

**1** Start on the Insert tab.

**2** Click anywhere in your data.

**3** Click on the type of graph that best suits your data.

**4** Select the graph type you like best.

**NOTICE:**  
As long as you have your graph selected, you have Chart Tools tabs added to your ribbon.

	Denver store	Aurora store	Lakewood store
January	\$ 25,000	\$ 37,000	\$ 55,000
February	\$ 29,000	\$ 40,000	\$ 68,000
March	\$ 37,000	\$ 42,000	\$ 67,000
April	\$ 42,000	\$ 46,000	\$ 54,000
May	\$ 54,000	\$ 52,000	\$ 60,000
June	\$ 60,000	\$ 20,000	\$ 42,000
July	\$ 67,000	\$ 46,000	\$ 54,000
August	\$ 52,000	\$ 81,000	\$ 67,000
September	\$ 19,000	\$ 20,000	\$ 42,000
October	\$ 22,000	\$ 46,000	\$ 54,000
November	\$ 35,000	\$ 52,000	\$ 60,000
December	\$ 48,000	\$ 81,000	\$ 67,000

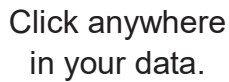
**Change graph features, including: add a chart title, move your legend or title your axes.**

**Chart 1**

**Mattress Store Earnings 2015**

	Denver store	Aurora store	Lakewood store
January	\$ 25,000	\$ 37,000	\$ 55,000
February	\$ 29,000	\$ 40,000	\$ 68,000
March	\$ 37,000	\$ 42,000	\$ 67,000
April	\$ 42,000	\$ 46,000	\$ 54,000
May	\$ 54,000	\$ 52,000	\$ 60,000
June	\$ 60,000	\$ 20,000	\$ 42,000
July	\$ 67,000	\$ 46,000	\$ 54,000
August	\$ 52,000	\$ 81,000	\$ 67,000
September	\$ 19,000	\$ 20,000	\$ 42,000
October	\$ 22,000	\$ 46,000	\$ 54,000
November	\$ 35,000	\$ 52,000	\$ 60,000
December	\$ 48,000	\$ 81,000	\$ 67,000

Create summaries of large swaths of data.



Click on PivotTable  
on the Insert tab.

Click on OK.



As long as you have your Pivot Table selected, you have PivotTable tabs added to your ribbon.

Select the data you want to include in your PivotTable.

Drag and drop the data to the appropriate fields to display.

**The Library:** come to the desk and ask for help or attend more classes.

- Available at [www.deerparktx.gov/library](http://www.deerparktx.gov/library) with your library card